Generating Form 941X

Transaction Code:
PU19

Purpose   Use this procedure when you have submitted your agency's Internal Revenue
                   Service (IRS) Form 941 for a past quarter and changes or retro activity has occurred
                   that would generate a correction document.

Trigger   A correction or retro activity has been made to the agency's 941 for a past quarter

Prerequisites The agency's 941 has been filed with the IRS and the generation date has been
                   entered into the Tax Reporter.

⚠️ The 941X in HRMS is designed to capture payroll transactions/manual
adjustments that were entered after the Form 941 Generation Date has been
entered for that quarter.   It is **critical** to the 941X process that the Form 941
generation date was entered at the same time the production Form 941 quarterly
reports are executed and mailed/filed. If this is not done the 941X may be
incorrect. If the agency has not entered the Form 941 generation date in a timely
manner they will need to do the 941X Form manually rather than in HRMS.

End User Roles   Tax Reporter Role.

| Change History	Change Description
11/4/2011	Created

Menu Path   Human Resources ⟶ Payroll⟶ Americas ⟶ USA ⟶ Subsequent
                      activities ⟶ Period-Independent ⟶ Payroll supplement ⟶ PU19 Tax
                      Reporter

Transaction Code   PU19

Helpful Hint ⚠️ If an agency has **not** generated the production run of the Form 941 for the
quarter and try to run the **Form 941- Correction** they will receive the below message:
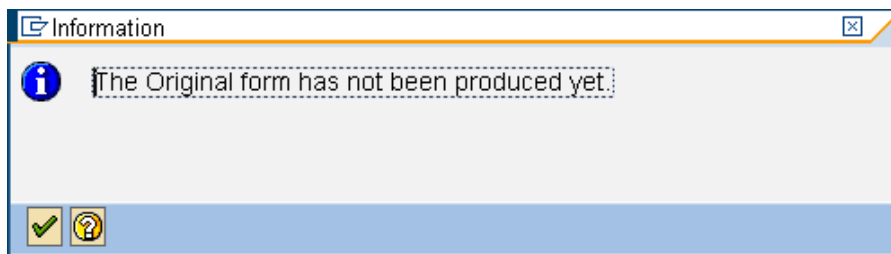
If	Go To
You have already created a **Form 941X** for you agency, and need to create another one for the same quarter	Step 11

Procedure

Scenario:

An agency has filed their IRS Form 941 on March 31, 2011 with the IRS for the 1st quarter of 2011 (1/1/2011 to 3/31/2011) **and** entered the generation date of 3/31/2011 for the 941.

It was discovered in May of 2011 that a non-cash gross adjustment was not entered into the system for an employee who received $10 of taxable money for meals.

The agency has entered the manual entries to correct the error and now needs to generate the **941x** for the 2011 1st quarter.

1. Start the transaction using the above menu path or transaction code **PU19**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Tax Company	R	Agency's four-character designation used for reporting purposes. **Example**: 1110 Department of Personnel

Reporting Period End Date	R	The reporting period end date

Quarter	End date
1	3/31/20XX
2	6/30/20XX
3	9/30/20XX
4	12/31/20XX

Example: 3/31/2011

Consider Payroll Results up to	R	Month end of discovery date **Example**: 3/31/2011

3. ⚠️ Click ▷ to the left of 📁 Quarterly Correction .
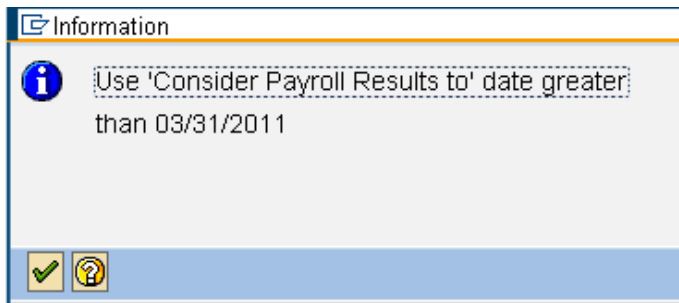
4. Click the 📄 Form 941 - Correction to select.
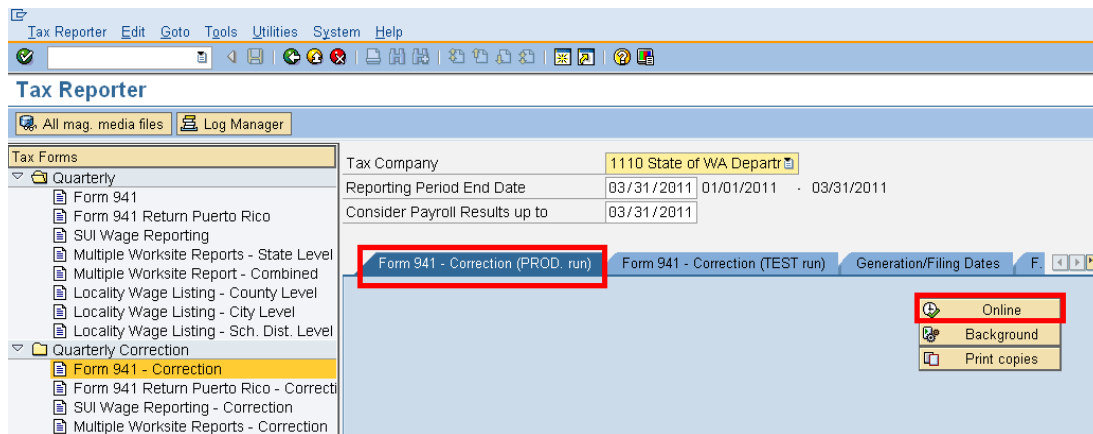
5. Click the Form 941 - Correction (PROD. run)

6. Click the ⊕ Online

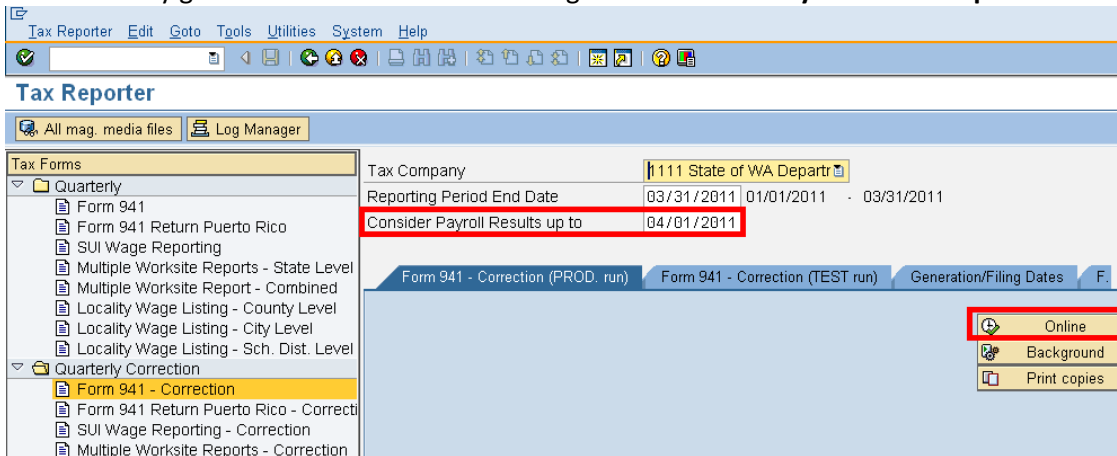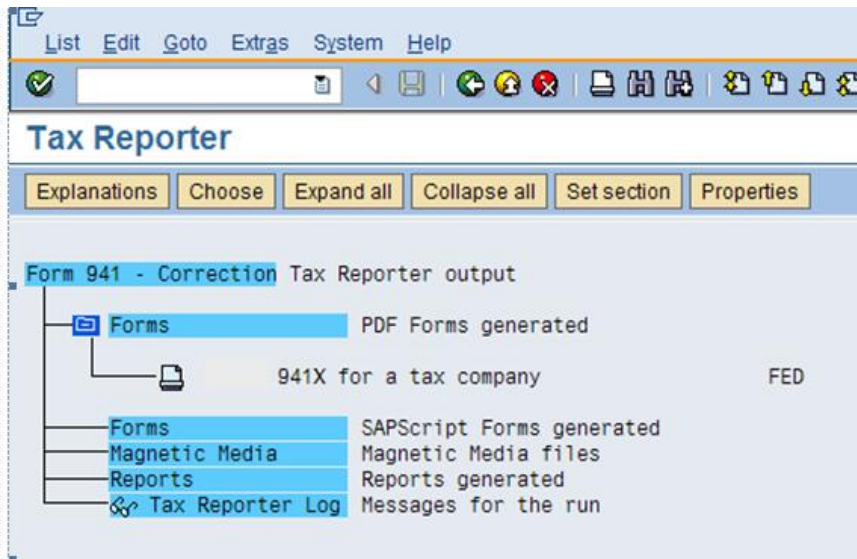⚠️ Because the original Form 941 was generated for 3/31/2011, you will receive:

7. Press enter or click ✅ to clear message.

8. Enter **one** day greater than date in error message into **Consider Payroll Results Up to**
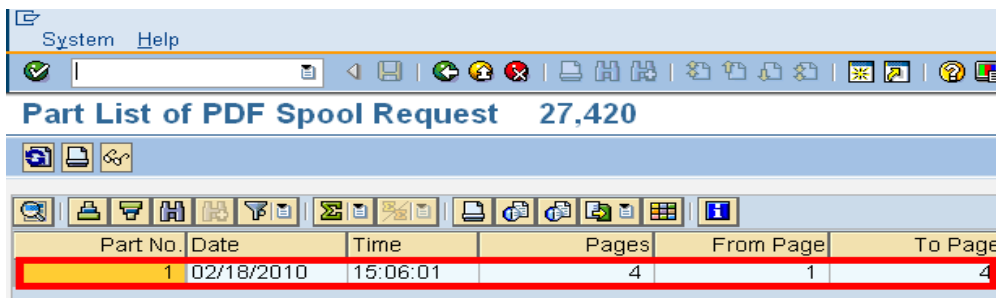

9. To access the form click ⊞ Forms

9.1 To **View** the form double click the text

9.2 Either double click on the part list line **or** highlight the line and click on the display glasses to open the form.

Screenshot 1 of 2

Form 941-X: Adjusted Employer's QUARTERLY Federal Tax Return or Claim for Refund

(Rev. January 2011)   Department of the Treasury — Internal Revenue Service   OMB No. 1545-0029

(EIN)
Employer identification number   1 1 – 1 1 1 1 1 1 1

Name (not your trade name)   State of WA

Trade name (if any)

Address   PO Box 402
   Number   Street   Suite or room number

   Olympia   WA   98504-
   City   State   ZIP code

Return You Are Correcting ...

Check the type of return you are correcting:

☒ 941

☐ 941-SS

Check the ONE quarter you are correcting:

☒ 1: January, February, March

☐ 2: April, May, June

☐ 3: July, August, September

☐ 4: October, November, December

Enter the calendar year of the quarter you are correcting:

2011   (YYYY)

Enter the date you discovered errors:

/ /

(MM / DD / YYYY)

Read the instructions before completing this form. Use this form to correct errors you made on Form 941 or 941-SS. Use a separate Form 941-X for each quarter that needs correction. Type or print within the boxes. You MUST complete all three pages. Do not attach this form to Form 941 or 941-SS.

Part 1: Select ONLY one process.

☐ **1. Adjusted employment tax return.** Check this box if you underreported amounts. Also check this box if you overreported amounts and you would like to use the adjustment process to correct the errors. You must check this box if you are correcting both underreported and overreported amounts on this form. The amount shown on line 21, if less than zero, may only be applied as a credit to your Form 941, Form 941-SS, Form 944, or Form 944-SS for the tax period in which you are filing this form.

☐ **2. Claim.** Check this box if you overreported amounts only and you would like to use the claim process to ask for a refund or abatement of the amount shown on line 21. Do not check this box if you are correcting ANY underreported amounts on this form.

Part 2: Complete the certifications.

☐ **3. I certify that I have filed or will file Forms W-2, Wage and Tax Statement, or Forms W-2c, Corrected Wage and Tax Statement, as required.**

Note. If you are correcting underreported amounts only, go to Part 3 on page 2 and skip lines 4 and 5.

4. If you checked line 1 because you are adjusting overreported amounts, check all that apply. You must check at least one box.

Screen shot 2 of 2

| Name *(not your trade name)*	Employer Identification number (EIN)	Correcting quarter **1** (1, 2, 3, 4)
State of WA	**9876543210**	Correcting calendar year (YYYY) **2011**

Part 3: Enter the corrections for this quarter. If any line does not apply, leave it blank.

	Column 1 Total corrected amount (for ALL employees)	−	Column 2 Amount originally reported or as previously corrected (for ALL employees)	=	Column 3 Difference (If this amount is a negative number, use a minus sign.)		Column 4 Tax correction
6. Wages, tips and other compensation (from line 2 of Form 941)	103103.44	−	103093.44	=	10.00	Use the amount in Column 1 when you prepare your Forms W-2 or Forms W-2c.	
7. Income tax withheld from wages, tips, and other compensation (from line 3 of Form 941)	0.00	−	0.00	=	0.00	Copy Column 3 here.	0.00
8. Taxable social security wages (from line 5a, Column 1 of Form 941 or Form 941-SS)	108187.00	−	108177.00	=	10.00	X .124* =	1.04
			*If you are correcting a 2011 return, use .104. If you are correcting your employer share only, use .062. See instructions.				
9. Taxable social security tips (from line 5b, Column 1 of Form 941 or Form 941-SS)	0.00	−	0.00	=	0.00	X .124* =	0.00
			*If you are correcting a 2011 return, use .104. If you are correcting your employer share only, use .062. See instructions.				
10. Taxable Medicare wages and tips (from line 5c, Column 1 of Form 941 or Form 941-SS)	108187.00	−	108177.00	=	10.00	X .029* =	0.29
						*If you are correcting your employer share only, use .0145. See instructions.	
11. Section 3121(q) Notice and Demand - Tax due on unreported tips (from line 5e of Form 941 or Form 941-SS)	0.00	−	0.00	=	0.00	Copy Column 3 here.	0.00
12a. Number of qualified employees first paid exempt wages/tips this quarter (from line 6a of Form 941 or Form 941-SS)*	0	−	0	=	0	*Complete lines 12a, 12b, and 12c only for corrections to quarters ending after March 31, 2010, and before January 1, 2011.	
12b. Number of qualified employees paid exempt wages/tips this quarter (from line 6b of Form 941 or Form 941-SS)*	0	−	0	=	0		
12c. Exempt wages/tips paid to qualified employees this quarter (from line 6c of Form 941 or Form 941-SS)*	0.00	−	0.00	=	0.00	X .062 =	0.00
13. Tax adjustments (from lines 7-9 (lines 7a-7c for quarters ending before January 1, 2011) of Form 941 or Form 941-SS)*	.	−	.	=	.	Copy Column 3 here.	.
14. Special addition to wages for federal income tax	.	−	.	=	.	See Instructions	.
15. Special addition to wages for social security taxes	.	−	.	=	.	See Instructions	.
16. Special addition to wages for Medicare taxes	.	−	.	=	.	See Instructions	.
17. Combine the amounts on lines 7-16 of Column 4							.
18. Advance earned income credit (EIC) payments made to employees (from line 9 of Form 941; only for quarters ending before January 1, 2011)	0.00	−	0.00	=	0.00	See Instructions	.
19a. COBRA premium assistance payments (from line 12a of Form 941 or 941-SS)	0.00	−	0.00	=	0.00	See Instructions	0.00
19b. Number of individuals provided COBRA premium assistance (from line 12b of Form 941 or 941-SS)	0	−	0	=	0	*Complete lines 19c and 19d only for corrections to the second quarter of 2010.	
19c. Number of qualified employees paid exempt wages/tips March 19-31, 2010 (from line 12c of Form 941 or Form 941-SS)*	0	−	0	=	0		
19d. Exempt wages/tips paid to qualified employees March 19-31, 2010 (from line 12d of Form 941 or Form 941-SS)*	0.00	−	0.00	=	0.00	X .062 =	0.00
20. Total. Combine the amounts on lines 17-19d of Column 4. Continue on next page.							.

Next ➡

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10. To **print** the form immediately click the print icon
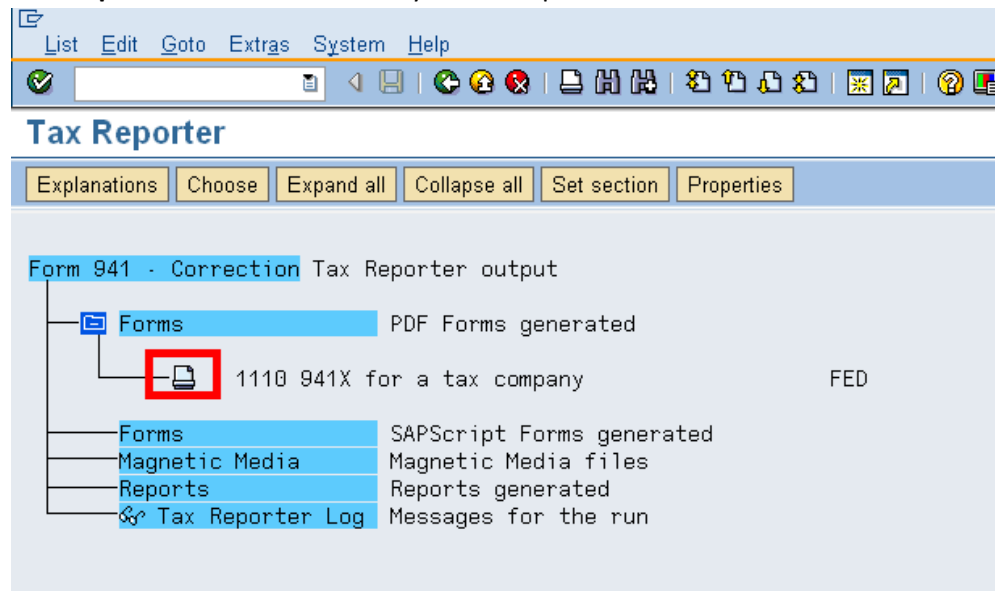
10.1 Click ⎙ (Print)

ℹ️ If a Form 941X has already been filed for a quarter, and an error/or a late manual adjustment has been keyed into the system for the same quarter you will need to create a new Form 941X to show the new adjustment totals that need to be corrected.

Scenario:
Your agency has already run and filed the production **Form 941X** for the 1st quarter of 2011.
You have received notice that another manual adjustment is needed for $100 to match an employee for the **same** quarter.

Example:

ERSS	$ 100.00	0.062	$ 6.20
EESS	$ 100.00	0.042	$ 4.20
ERMED	$ 100.00	0.0145	$ 1.45
EEMED	$ 100.00	0.0145	$ 1.45
WH	$ 100.00	WH	

You have completed the manual entry, and will now need to **generate another** Form 941X using a different *consider payroll results up to date.*

11. Access the **Tax Reporter** by entering the transaction code **PU19** into the command field.

12. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Tax Company	R	Agency's four-character designation used for reporting purposes. **Example**: 30000 Department of Social Health Services
Reporting Period End Date	R	The reporting period end date <table><tr><th>Quarter</th><th>End date</th></tr><tr><td>1</td><td>3/31/20XX</td></tr><tr><td>2</td><td>6/30/20XX</td></tr><tr><td>3</td><td>9/30/20XX</td></tr><tr><td>4</td><td>12/31/20XX</td></tr></table> **Example**: 3/31/20111
Consider Payroll Results up to	R	Month end of discovery date **Example**: 4/2/2011

13. Click ▷ to the left of ☐ Quarterly Correction .

14. Click the 📄 Form 941 - Correction to select.

15. Click Online

⚠️ Because a Form 941X for the 1st quarter has already been processed you will receive the following warning message:
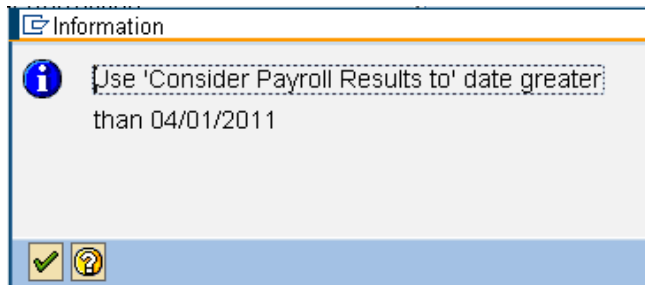
This is because the Form 941X **now** creats a new **Amount Originally Reported** each time an adjustment is made for a quarter with a previously filed Form 941X.

⚠️ **Generation dates** should **not** be entered for **Forms 941X**. If a generation date is entered no more Forms 941X can created for that quarter.

To generate the **new** Form 941X, enter the next day in the **Consider Payroll Results up to field**. **For example:** 4/2/2011
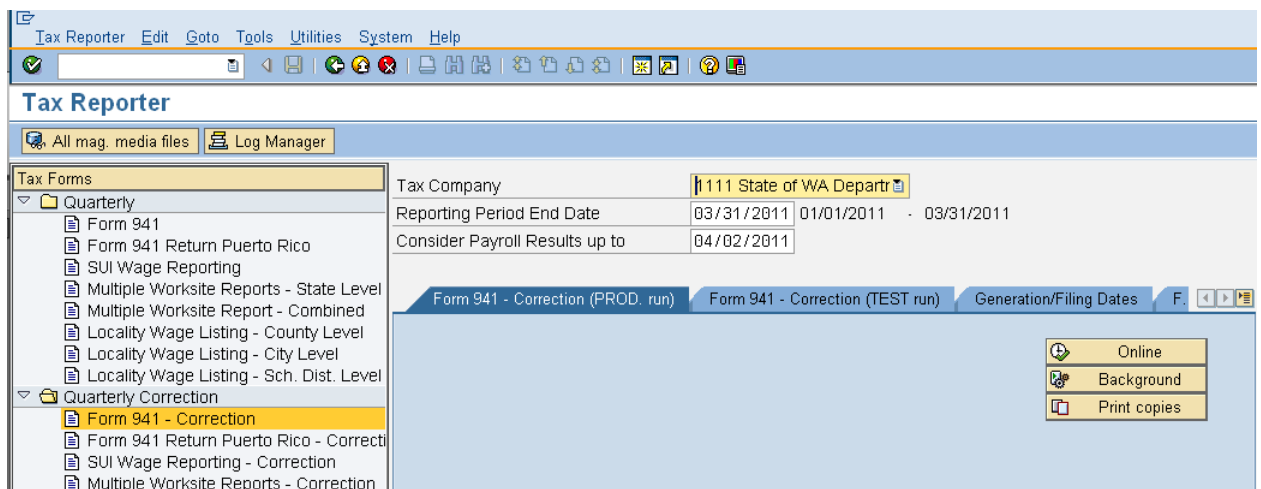
16. Click ⏱ Online - you will receive the following:

Selected form already exists.

The selected form has already been produced for:

Tax Company: 1111

Date of form generation: 03/31/2011

Consider payroll results to: 04/01/2011

Do you want to overwrite?

| ✔ Yes | ✘ No | ℹ Info |

17. Click ✔ Yes
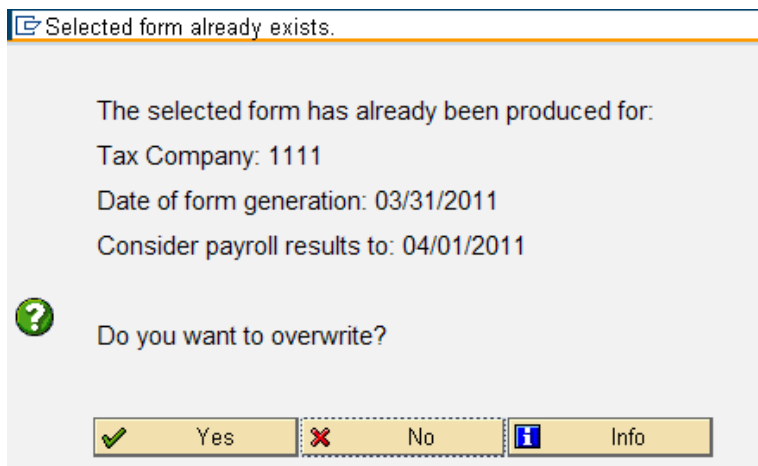
18. Click on the ⊞ next to Forms

List   Edit   Goto   Extras   System   Help

Tax Reporter

| Explanations | Choose | Expand all | Collapse all | Set section | Properties |

Form 941 · Correction Tax Reporter output

⊞ Forms   PDF Forms generated
  Forms   SAPScript Forms generated
  Magnetic Media   Magnetic Media files
  Reports   Reports generated
  ℰ Tax Reporter Log Messages for the run
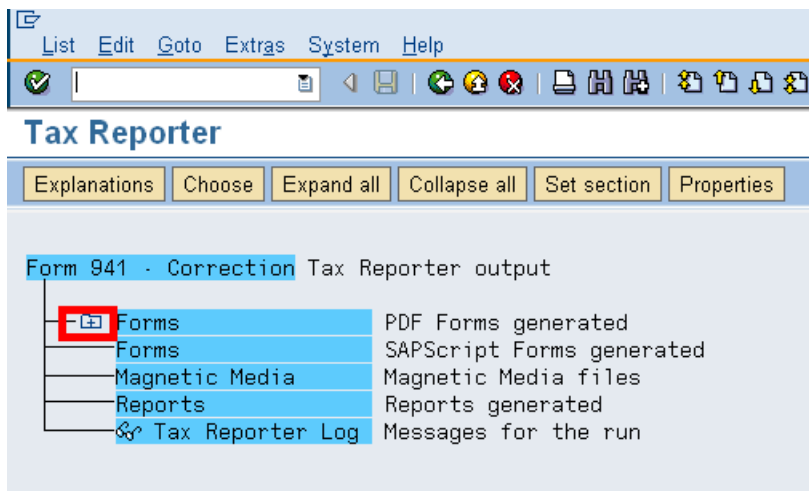
19. Double click on the form name

20. Either double click on the part list line **or** highlight the line and click on the display glasses to open the form.

21. Screen shot of **page 2** of the Form 941X:

Name (not your trade name)	Employer identification number (EIN)	Correcting quarter 1 (1, 2, 3, 4)
		Correcting calendar year (YYYY)
State of WA Insurance Commissioner	91-6001093	2011

Part 3: Enter the corrections for this quarter. If any line does not apply, leave it blank.

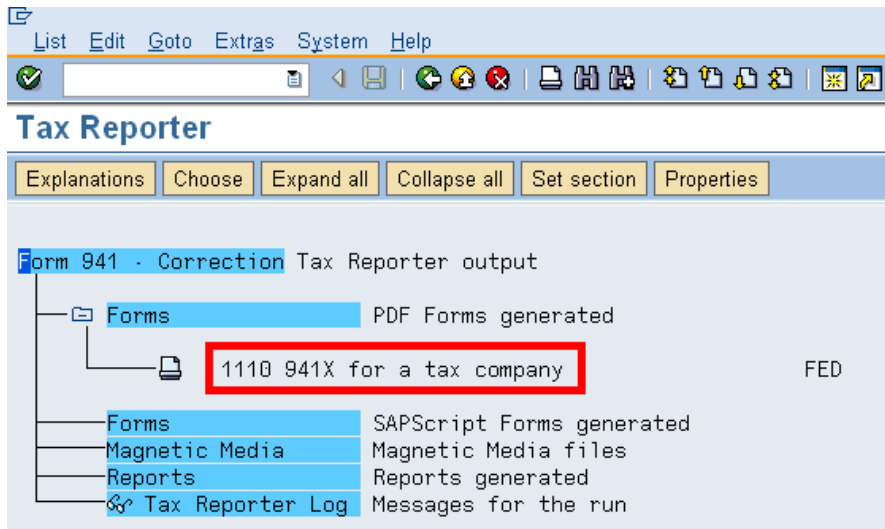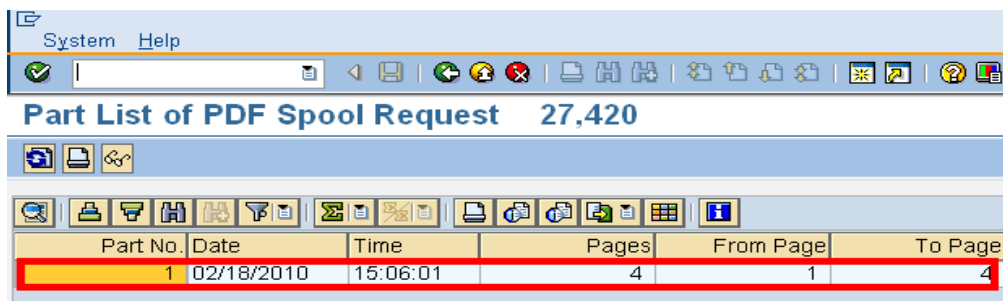|	Column 1 — Total corrected amount (for ALL employees)	Column 2 — Amount originally reported or as previously corrected (for ALL employees)	Column 3 — Difference (If this amount is a negative number, use a minus sign.)		Column 4 — Tax correction
6. Wages, tips and other compensation (from line 2 of Form 941)	103203.44	103103.44	100.00	Use the amount in Column 1 when you prepare your Forms W-2 or Forms W-2c.	
7. Income tax withheld from wages, tips, and other compensation (from line 3 of Form 941)	0.00	0.00	0.00	Copy Column 3 here ▸	0.00
8. Taxable social security wages (from line 5a, Column 1 of Form 941 or Form 941-SS)	108287.00	108187.00	100.00	X .124* =	10.40
			*If you are correcting a 2011 return, use .104. If you are correcting your employer share only, use .062. See instructions.		
9. Taxable social security tips (from line 5b, Column 1 of Form 941 or Form 941-SS)	0.00	0.00	0.00	X .124* =	0.00
			*If you are correcting a 2011 return, use .104. If you are correcting your employer share only, use .062. See instructions.		
10. Taxable Medicare wages and tips (from line 5c, Column 1 of Form 941 or Form 941-SS)	108287.00	108187.00	100.00	X .029* =	2.90
			*If you are correcting your employer share only, use .0145. See instructions.		
11. Section 3121(q) Notice and Demand - Tax due on unreported tips (from line 5e of Form 941 or Form 941-SS)	0.00	0.00	0.00	Copy Column 3 here ▸	0.00
12a. Number of qualified employees first paid exempt wages/tips this quarter (from line 6a of Form 941 or Form 941-SS)*	0	0	0	*Complete lines 12a, 12b, and 12c only for corrections to quarters ending after March 31, 2010, and before January 1, 2011.	
12b. Number of qualified employees paid exempt wages/tips this quarter (from line 6b of Form 941 or Form 941-SS)*	0	0	0		
12c. Exempt wages/tips paid to qualified employees this quarter (from line 6c of Form 941 or Form 941-SS)*	0.00	0.00	0.00	x .062 =	0.00
13. Tax adjustments (from lines 7-9 (lines 7a-7c for quarters ending before January 1, 2011) of Form 941 or Form 941-SS)*	-0.05	-0.02	-0.03	Copy Column 3 here ▸	-0.03
14. Special addition to wages for federal income tax	.	.	.	See Instructions	.
15. Special addition to wages for social security taxes	.	.	.	See Instructions	.
16. Special addition to wages for Medicare taxes	.	.	.	See Instructions	.
17. Combine the amounts on lines 7-16 of Column 4					.
18. Advance earned income credit (EIC) payments made to employees (from line 9 of Form 941; only for quarters ending before January 1, 2011)	0.00	0.00	0.00	See Instructions	.
19a. COBRA premium assistance payments (from line 12a of Form 941 or 941-SS)	0.00	0.00	0.00	See Instructions	0.00
19b. Number of individuals provided COBRA premium assistance (from line 12b of Form 941 or 941-SS)	0	0	0	*Complete lines 19c and 19d only for corrections to the second quarter of 2010.	
19c. Number of qualified employees paid exempt wages/tips March 19-31, 2010 (from line 12c of Form 941 or Form 941-SS)*	0	0	0		
19d. Exempt wages/tips paid to qualified employees March 19-31, 2010 (from line 12d of Form 941 or Form 941-SS)*	0.00	0.00	0.00	x .062 =	0.00
20. Total. Combine the amounts on lines 17-19d of Column 4. Continue on next page.					.

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Results
You have generated the 941X for your agency.